

## ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/Classification Review Division		
2. DDA/OIS		
3. Room 322 Annex Building		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

☐ - This looks fine with the change you proposed to the first paragraph of page 4.

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	1D4109
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-75)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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The guidance attached is for your  
review/comment before issuance, as dis-  
cussed by phone today.

A/CDC/SR

25X1

*fire liaison State***ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM:

Classification Review Division  
Office of Information Services, DDA

EXTENSION

NO.

DATE

6 June 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. A/CDC/SR

Bill,

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Only one suggestion on your guideline. Suggest adding to the last sentence of the paragraph at the top of page 4 the following "and the need to protect intelligence activities, sources, or methods." Our reasoning is that the content may not adversely effect foreign relations but could indicate the source.

Also, attached is a copy of a guideline we sent to NARS on 21 January 1983 regarding the handling of biographic reports. This is in response to the final sentence in your procedures paper.

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## PROCEDURES FOR STATE REVIEWERS AT NARS

At the current stage of our operations one of the most significant aspects of CDC/SR's responsibilities is the review of the work being done at NARS to open for research the vast majority of the Department's central files and post files for the period 1950 - 54. This project began in March 1981 and is scheduled to be completed in March 1986. So far it is on schedule.

The role of SR reviewers is crucial to the success of the NARS efforts. NARS personnel, who are generally inexperienced in foreign matters and lacking in area or country expertise, must rely heavily not only on the written guidance provided by the Department of State (and to a lesser extent by other agencies) but also on oral briefings by SR reviewers and on the assurance that their decisions will be double-checked by experienced senior officers. On the whole, NARS reviewers have been extremely conscientious in applying the guidelines and tend to err on the side of withholding more, rather than less. On the other hand if the guidelines with which they are working do not explicitly cover a particular sensitive subject, they may be oblivious to it and let it pass. The SR reviewer must be aware of both of these tendencies in working with the NARS reviewers.

### NARS PROCEDURES

A copy of the NARS instructions and guidelines for other agency reviewers is attached (Tab A). Any questions about established procedures or unusual situations should be directed to Chester Dunham who directly supervises the operation or to the team leader of the NARS review team who may be on the scene. There are two teams of NARS reviewers, of about ten people each. The currently projected schedule for each team is attached at Tab B). Note that this schedule is for planning purposes only and may be adjusted to take care of the vicissitudes of personnel availability and the rate of progress in different areas.

### RESPONSIBILITIES OF SR REVIEWERS

The main functions of the SR Reviewers are:

- to brief the NARS teams as a supplement to the written guidelines and to answer questions which they may have after having read the guidelines.
- to check the work of the NARS reviewers by making the final decision on documents which have been marked for review by the Department of State and by making spot checks of documents which have been passed by the NARS reviewers to insure, to the extent

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possible, that nothing that should be withheld is overlooked. (In some cases a page by page check of a particular file may be necessary if it contains a category of sensitive material which was not recognized by the NARS reviewers, but such cases should be rare).

-- to prepare amendments to the Department's guidelines based on the results of the NARS review. Remember that the guidelines as amended will be used in the future by personnel at the Presidential Libraries where there will be no independent check on their decisions.

#### STEPS IN NARS REVIEW

1) NARS personnel assemble and box all files held by the Archives from the Department's central decimal files (RG-59, in NARS terminology) and the corresponding post files (RG-84) on a particular country or functional area.

2) A State briefer, preferably the person who prepared the guidelines, explains to the reviewing team any significant points not covered in the historical background section of the guidelines, elaborates on the parameters of the guidelines and answers any questions that may be lingering in the minds of the NARS reviewers.

3) The NARS teams begin going through the subject files, box by box and document by document, tagging those documents that the reviewers believe meet the criteria set forth in the Department guidelines for referral to the Department for final review.

a) After the NARS teams have gone through a certain percentage of the boxes, say about ten days worth of work, the SR reviewer is invited to come to check their work and to suggest any modifications to the guidelines that may be indicated, or

b) A pilot project is set up in which a small number of the most experienced NARS reviewers go through a batch of files and then discusses their experiences with the SR reviewer. Any necessary adjustments to the guidelines are then made and the experienced NARS personnel brief their junior colleagues.

4) When the documents in a number of boxes have been reviewed and tagged, the SR reviewer pulls the tagged documents, determines whether or not he agrees with the recommendations of the NARS reviewer, and notes his decision on the NARS worksheet. The

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worksheet is then reviewed once more by the team leader or Mr. Dunham, who may, on occasion, question the SR reviewer's decision. Following this final review step, the information on withheld documents from the worksheet is punched into the computer, and the withheld documents are withdrawn, replaced in their respective boxes with notated file cards, and stored in a classified area. The remainder of each box, i.e. the declassified documents and the notated file cards, will be placed in an unclassified area and made available to researchers. Note that no excisions are made, the document is either released or withheld.

5) When the review has been completed, the SR reviewer puts his recommended modifications to the guidelines in the form of a formal recommendation and submits this recommendation to the Director of SR for approval and appropriate dissemination.

#### SPECIAL NOTES

-- When an SR reviewer finds a Top Secret document which he determines must be withheld, he should downgrade the document to Secret unless there are compelling reasons for it to remain classified Top Secret. This is done by noting "H at SECRET" in the Agency Action box and "S" in the right-hand Classification box on the NARS worksheet.

-- When an SR reviewer finds a Restricted, Limited Official Use or Official Use only document which he determines must be withheld for reasons of national security (as opposed to privacy), he should upgrade the document to Confidential. This is done by noting "H at CONFIDENTIAL" in the Agency Action box and "C" in the right-hand Classification box on the NARS worksheet. N.B. In neither this nor the downgrading action described above are any markings to be placed on the document itself.

-- When an SR reviewer comes across a document which is on a subject outside his area of competence but still a State responsibility, he should note "H/CDC" on the worksheet and recommend an appropriate SR reviewer to the NARS team leader. If the first SR reviewer is reasonably sure that the document will be denied by his colleagues, however, he should simply deny it on the spot and not delay the declassification process by requesting a second opinion.

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-- Any reference to the presence of CIA personnel or operations in any country is cause for denial of the document. When the originating Station cannot be determined, reference to a CIA report is not in itself a reason to deny a document. Declassification action in this case should be based solely on the content of the report.

-- Special attention should be paid to areas where a third country has a dominant interest and where the US may or may not be acting in harmony with that country, e.g. former British or French colonies. In this case the guidelines for the country with the major interest will also have to be applied.

-- All biographic reports or sketches produced by INR or its predecessors in the Department of State should be held for CIA reviewers at NARS even though the documents may be adjudged releasable by the SR reviewer. Of course if they contain material that falls under the criteria of the Executive Order, they should be denied without further ado. Procedures for handling biographic reports are currently being worked out by NARS and CIA and SR reviewers will be given the necessary instructions once they are agreed.

## PROCEDURES FOR AGENCY REPRESENTATIVES

Agency representatives involved in the review of the State Department records for the period 1950-1954 are requested to follow the procedures outlined below:

1. Examine all items tabbed for their agency. Tabs may designate a single item or may include a collection of items.
2. Determine whether an item
  - (a) contains sensitive security information requiring continued protection;
  - (b) does not contain such information and may be declassified;
  - (c) does not contain sensitive information of concern to their agency but may contain information regarded as sensitive by some other agency.
3. Annotate the worksheets in red to reflect determinations according to the following scheme:
 

H or HOLD means sensitive national security information requiring continued protection.

H/CDC means continued protection is required pending further review by CDC. If some other part of the agency is more appropriate than CDC, the symbol for that part should be shown.

H(year) means continued protection is required until the year shown in parentheses at which time the item may be declassified. This type of annotation would be especially appropriate in connection with foreign government information less than 30 years old which requires protection for chronological rather than substantive reasons.

D or DECLASSIFY means that the item contains no national security information requiring continued protection and may be declassified.

N or NO OBJECTION means that the representative perceives no objection to declassification in so far as his or her agency is concerned but that another agency may have an interest requiring continued protection.

N/ABC means that there is no objection to declassification provided that the ABC agency concurs in declassification.
4. Include in the annotation
  - (a) the name of the agency if the item is tabbed for more than one agency;
  - (b) the initials or number of the agency representative;
  - (c) the date of the determination ( day, month, year).
5. Use a rubber stamp as an alternative to steps #3 and #4 if agreed to by the records declassification division.
6. Consult the appropriate team leader to make the necessary arrangements with respect to several items designated by a single tab.
7. Examine other items as desired and make determinations as necessary. Annotate tabs or worksheets. Use new tabs if necessary.
8. Observe archival rules respecting the integrity of the records by making no mark, excision, or other change in any of the documents under review. Maintain the records in the same order in which found with respect to the items within folders and with respect to the folders within boxes.
9. Provide advice and suggestions to the personnel of the records declassification division in order to ensure that sensitive information is protected, that the maximum amount of other information is declassified, and that the review is accomplished as speedily as possible.